



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Natural Resources Environmental Protection Division Air Protection Branch 270 Washington Street, SW, Room 816 Atlanta, Georgia 30334	Application Number <b>77-221-A</b>	
Application Number		Date Received MAR 20 1980	Date Completed MAR 28 1980
2. Person to Contact Nancy J. Johns (or Marvin M. Lowry)		Working Title Secretary, Principal (Section Chief)	Telephone Number 656-6900
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>77-221</u> Check One: <input checked="" type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1936      Present		5. Records Series Title (followed by title used in office, if different) Air Quality Control Section Source Files (Company Files)	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The Georgia Environmental Protection Division office is responsible for the enforcement of all laws and rules for the Air Protection, Water Protection, Land Protection, Program Coordination and the Geologic Survey Branches to maintain and prevent pollution of our natural resources in Georgia.  The Air Quality Control Section is responsible for preservation, protection and improvement of air quality and to control emissions of air contaminants of air quality so as to safeguard the public health, safety and welfare.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Enforcing air pollution laws and rules and permitting all air pollution sources in Georgia.  Included are: Correspondence, memoranda, test reports, and general information on the installation, maintenance, and general operation of all air pollution control plants and their equipment in Georgia  File is arranged: Alphabetically by name of company; thereunder alphabetically by name of city, name of individual plant, or chronologically by plant number; chronologically in two-year blocks			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>weekly</u> ; Seven to twelve months old <u>monthly</u> ; Thirteen to twenty-four months old <u>monthly</u> ; twenty-five months and older <u>yearly</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 3 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administrative need based on reference requirements.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other even-numbered CY then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 2 year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Marvin M. Fry</i>	3-17-80	<i>Patricia Darnon</i>	3-18-80
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee <i>[Signature]</i>	3-26-80
		Secretary of State/Designee <i>Carroll Hapt</i>	3-24-80
		Attorney General/Designee <i>Robert Sheel</i>	3-26-80

CONTINUATION SHEET -- Air Pollution Control Service Source Files (Company Files)

7. (cont.)

correspondence; Trip Plans and/or Report Sheets, and Action Reports by Section staff documenting monitoring company compliance and recommendations; Source Particulate Emissions Test reports and other sampling test reports used in monitoring; and other documents (such as photos of facilities or newspaper clippings about pollution problems related to the company); and blueprints and construction plans.



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RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date <b>June 28, 1977</b>	1. Agency Address Department of Natural Resources Environmental Protection Division Air Protection Branch Air Quality Control Section 816-A Trinity-Washington Building	Application Number <b>77-221</b>	
Application Number		Date Received <b>JUL 12 1977</b>	Date Completed <b>JUL 20 1977</b>
2. Person to Contact <b>Frank Bills</b>		Working Title <b>Environmental Specialist</b>	
		Telephone Number <b>656-6900</b>	
3. Action Requested			
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.			
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.			
c. <input checked="" type="checkbox"/> Amend Application No. <u>74-285</u> Check One: <input checked="" type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)	
Earliest <b>1960</b>	Latest <b>present</b>	<b>Air Quality Control Section Source Files (Company files)</b>	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?			
<p>The Air Protection Branch monitors air quality throughout the State. It investigates pollution problems, and it develops preventive and control programs. The Air Protection Branch also insures industry compliance with air quality regulations, since it licenses all industries that emit contaminants into the air.</p> <p>The Air Quality Control Section is responsible for developing, issuing, and enforcing air pollution control regulations. The Section also issues operating and construction permits to industries that emit contaminants into the air, and is responsible for continuing permit review activities.</p>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.			
Documents relating to: <b>identifying, monitoring and correcting air pollution created by companies and other facilities in Georgia.</b>			
Included for each company are two folders: <b>Permit File</b> , consisting of applications to construct or operate facilities that are stationary sources of air contamination, which give name and address of facility, information concerning the type and extent of air contaminants emitted, and information concerning the type and efficiency of air cleaning equipment; copies of permits to construct or to operate and attached schedules of compliance which spell out specific deadlines and requirements for complying with air quality rules and regulations; administrative or consent orders if still in effect; and related correspondence. <b>Monitoring File</b> , consisting of reports (usually in the form of correspondence) by companies informing the Section of measures taken to comply with laws and regulations; [SEE CONTINUATION SHEET]			
Files are arranged by type of industry; thereunder alphabetically by company name; thereunder by Permit File and Monitoring File.			
8. Monthly Reference Rate How often are records referred to which are:			
One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records			
Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Air Quality Control Act, Chapter 88-908. Ga. L. 1967, p. 581 et seq as amended by
	X	c. Is this a vital record? Ga. Laws 1975, p.
X		d. Does this series have historical or long term research value? 1522.
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? selected statistical information in input

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                    |
|--------------------------|--------------|-----------------------------------|--------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.       |
| b. Statute of limitation | _____ years. | e. Administrative need            | permanently years. |
| c. Federal law           | 3 years.     | f. Federal retention instructions | _____ years.       |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Federal government requires 3-year retention for records of pollution projects involving federal funds. The administrative decision for permanent retention is based on the fact that this record series provides the only documentation of the State's effort to control air pollution sources and also because the records are needed for long-term reference and

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each: litigation  
☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below then, purposes.

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Permit File - Hold in current files area until no longer subject to Section regulations; then cut off file at end of each calendar year; then transfer to State Archives for permanent retention.

Monitoring File - Cut off file at end of each odd-numbered calendar year; hold in current files area 1 year; then transfer to State Archives for permanent retention.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	6-28-77		6/28/77
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	7-17-77
		Secretary of State/Designee	7-13-77
		Attorney General/Designee	7-19-77